

Liaison Check List

Entity:

Council Member:

Task	Lead	Completion Date	Comments
Contact Chair, Schedule Meetings	liaison		
Share all pertinent written project information with members in advance of meeting	chair & liaison		
Assign documentation responsibility	chair & liaison		Key information from discussion items will need to be documented and shared with other council members.
Provide background as needed	liaison		
Discuss goals and process	liaison		
Review 17 generic opportunities and discuss how change could impact the functioning of the specific entity	liaison & members		Document results of discussion
Review and discuss documented entity purpose based on ordinances, by-laws, etc.	liaison & members		Document results of discussion
Share the council's initial view of primary purpose and identify any differences between council and entity views.	liaison		Document results of discussion
Discuss the orientation/training process and training conducted for members both when newly appointed and ongoing.	liaison		Document results of discussion
Identify any issues or questions for council consideration.	members		Document results of discussion
Discuss any entity specific issues identified during the initial data collection phase.	liaison & members		Document results of discussion

